

ANNOUNCEMENT NUMBER: 07-20

OPEN TO: All Interested Candidates

POSITION: Media and Press Specialist, FSN-10; FP-5

OPENING DATE: April 3, 2007

CLOSING DATE: April 17, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US \$45,153 p.a. (Starting salary)
(Position Grade: FP-5 is confirmed by Washington)

*Ordinarily Resident: JD 14,240 p.a. (Starting salary)
(Position Grade: FSN-10)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Media and Press Specialist in the Public Affairs section.

BASIC FUNCTION OF POSITION

The employee serves as a senior FSN specialist to advise the PAO and IO on planning, programming, and administering country-wide public diplomacy media programs and press events in support of Mission outreach goals. Responsible for establishing and maintaining post's effective relationships with print and broadcast media leaders and with working journalists. Acts as primary liaison with both government offices and private media organizations for Mission press events and other public affairs matters. Drafts media strategies to support Mission outreach goals. Provides media support for Mission press events and public diplomacy programs. Provides interpretation on an ad-hoc basis and translates press releases, facts sheets, talking points, and other press-related material in support of Mission press events.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Ext. 6718).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in either liberal arts, political science, economics, journalism, or international relations is required.
2. Five years of progressively responsible experience in communications media as journalist, broadcaster, advertising executive, public relations specialist, public affairs specialist, or other positions requiring specialized training in communications media is required.
3. Level 4 (Fluency) in written and spoken English and Arabic is required.
4. Thorough knowledge of Jordanian media, government, and private sector institutions and the key figures therein is required.
5. Ability to develop and maintain high level contacts, advise American officers on trends in media; represent interests of U.S. in official contacts and handle equipment used in media work (TV, internet, recorders etc.) is required. Be acquainted with AV equipment and have word processing capability to do drafting.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Room: 153, Ext. 6718
PO Box 354
Amman, Jordan 11118

Applications can also be submitted electronically through
AmmanEmployment @state.gov

POINT OF CONTACT

Evelyn Qubti-Afara
Telephone: 5906718
FAX: 5931598

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;

- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 17, 2007

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HR:EQubti

Clearance: HRO:KMcCrea
IO:RMConoley
FMO:KMcCarthy

Approval: MGT/C:PAdair